

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

POSITION TITLE AND NUMBER

Management & Program Analyst
PDCN 7001000/80011000, MD # 1210-411

GRADE AND SALARY(Includes Pav Adj of 15.57)

GS-0343-11 \$53,381.00 - \$69,399.00 per annum

ANNOUNCEMENT #: ARNGT 06-123/ANG 09-06

OPENING DATE: 28 April 2006

CLOSING DATE: 29 May 2006

ANTICIPATED FILL DATE: 25 Jun 06

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J5 Strategic Plans & Policy
NCARNG, Raleigh, North Carolina

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or emailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 36 months of specialized experience for GS-11. Specialized experience should indicate that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with applications.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants address all KSA's individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. Failure to include the KSA Statement will result in your application not being considered for employment. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of NGB's mission, objectives, procedures, regulatory limitations, and relationship of quality to the state's assigned mission.
2. Skill in applying knowledge, experience, and problem solving techniques to complex systems and quality problems existing throughout state operations with emphasis in maintenance and administrative areas.
3. Skill in identifying and analyzing system, program, and product areas which may require process improvement and applying original and innovative approaches or methods to enhance quality.
4. Skill in briefing and reporting findings of investigations, studies, and evaluations.
5. Knowledge and skills are utilized to develop and implement a quality program throughout the statewide National Guard mission, to determine skills as well as short falls at every organization level, and make specific recommendations.
6. Skill in communication, both oral and written, and a demonstrated capability for working with people at all organizational levels.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Officer position in the NCARNG or NCANG is mandatory.
O: AOC 01A AFCSC 33SX, 37PX)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Incumbent provides advice, guidance, direction, and oversight to the J5 Director and other senior staff members on all facets of the organizational management systems and processes. Provides in-depth analysis and expertise on organizational management as it relates to program requirements to successfully accomplish a statewide National Guard mission. Receives and interprets directives/guidance from National Guard Bureau (NGB). Develops and issues detailed planning guidance and appropriate guidelines on the methodology and structure to be used within the state for implementation, maintenance, follow-on training and improvement of the organizational management systems and processes using tools such as the Department of the Army's Strategic Management System (SMS), the Army Performance Improvement Criteria, and Six Sigma performance improvement methodology. Develops and maintains the organizational management strategic plan for the state with input from top management officials and members of the strategic management group. Advises all organizational levels concerning program and data systems concepts that should be provided to employees, differentiating between senior level management, mid-level, and worker-level so that capabilities meet individual, organizational, and state needs. Continuously reviews and evaluates the execution of the quality management systems and processes throughout the state. Directs quantitative and qualitative analysis of separate operational units for quality management and customer satisfaction efforts. Utilizing analysis results, modifies guidelines and directives as appropriate for attainment of organizational management objectives. Conducts and reports to the J5 Director on management practices surveys and recommends corrective actions for problems and/or trends. Develops a management infrastructure for the execution of organizational management education and training. Identifies available organizational management educational resources, both internally and externally. Directs the design of awareness courses that include policy, strategy, and doctrine; six sigma; facilitation; group development skills; and knowledge about changing organizational culture. Represents the J5 Director at organizational management seminars and conferences. Serves as the organizational management liaison with NGB and all other outside quality management agencies. Develops requirements for course developers, instructors, facilitators, evaluations, and statisticians or quantitative analysts. Analyzes progress in organizational management applications and prepares periodic reports for top management. Analysis will include cost analysis, organizational impact, organizational value, and a comprehensive review of the process, to include the validity of the diagnostic methods used. Develops and implements corrective measures for the key processes as warranted. Establishes evaluation criteria and procedures to determine the ongoing effectiveness of the program design and delivery system established. Functions as a trainer and facilitator as required on an ongoing basis throughout the organizational management system implementation process. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. Individual selected as trainee will be noncompetitively promoted upon completion of specialized experience requirement.

DISTRIBUTION:

A, B-3, C-3, G-40, H-3, J-3, K-3, M, N-20, P-11, Q, W-2, Y-2, R: HRO-1, AGAV-3, AGCS-3, DCSANG-3, DCSLOG/G4-6, DCSOI-3, DCSPER-3, FMCB-2, IG-2, SCSM-2, SRAA-2, VCSOP-3